

Whistleblower Policy

The Board of Trustees of the Guilderland Public Library, a corporation created by a charter granted under Section 255 of the New York State Education law by the Regents of the University of the State of New York on September 16, 1988, approved the following Whistleblower Policy for Trustees, Committee members and Employees at their meeting on July 14, 2016

1. PURPOSE:

The Guilderland Public Library (GPL) is committed to maintaining an environment where members of the GPL Board of Trustees, members of the GPL Board Committees and all GPL employees are free to raise good faith concerns regarding the business practices of GPL, including but not limited to:

- a. Reporting suspected violations of law;
- b. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body;
- c. Identifying actual or potential violations of the GPL bylaws and policies.

2. REPORTING A VIOLATION:

Members of the GPL Board of Trustees, members of GPL Board Committees and GPL employees should raise concerns with, and report violations to the GPL Board President or the GPL Director. If the concerns are with or about either of those parties, the individual should address concerns to any other member of the GPL Board of Trustees. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the GPL Board of Trustees as a whole. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making such allegations may be subject to disciplinary action by GPL.

3. NO RETALIATION:

GPL expressly prohibits any form of retaliation, including harassment, intimidation adverse employment actions, or any other form of retaliation, against any member or employee who raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of GPL policies or Bylaws. Any member of the GPL Board of Trustees, GPL Board Committee member or any GPL employee who engages in retaliation will be subject to discipline, up to and including removal or termination.

Any member of the GPL Board of Trustees, GPL Board Committee member, or any GPL employee who believe that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the GPL Board President or the GPL Director. If the concerns are with or about either of those parties, the individual should address concerns to any other member of the GPL Board of Trustees. If for any reason an individual does not

feel comfortable reporting the problem to those parties, they may bring the matter directly to the GPL Board of Trustees as a whole.

4. INVESTIGATION:

Reports of suspected violations of the GPL Bylaws or policies or reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The GPL Board President or the GPL Director will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the GPL Board of Trustees.

In the event that a report of a suspected violation of law or policy or retaliation involves the GPL Board President or the GPL Director, the Vice-President of the GPL Board of Trustees will conduct the investigation, or designate a third party to conduct the investigation.

5. CONFIDENTIALITY:

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

6. DISTRIBUTION:

This policy shall be distributed to all members of the GPL Board of Trustees, the GPL Board Committees and all GPL employees.

WHISTLEBLOWER POLICY CERTIFICATION

This is to certify that I have received a copy of the Guilderland Public Library Whistleblower Policy, and that I have read and understand the policy.

Signature:

Date: _____

Printed Name:

Guilderland Library Position/Title:
